

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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November 30, 2004

FROM: LEYDEN L. HAHN, Chief Information Officer
Information Services Department

SUBJECT: MICROGRAPHICS SERVICES

RECOMMENDATION: Authorize the Purchasing Agent to issue an annual purchase order to Continental Datagraphics for micrographic services for a total of \$225,000, not to exceed \$75,000 a year for a period of 3-years.

BACKGROUND INFORMATION: Information Services Department (ISD) contracts with an outside vendor to augment county staff in providing micrographic and imaging services. Over the past several years' a larger portion of micrographic services have been sent to an outside vendor. It is more cost effective to have an outside vendor perform this work rather than doing it internally because of rising personnel, equipment and supply cost.

On March 18, 2003, the Board of Supervisors authorized the Auditor/Controller-Recorder's (ACR) office to issue an RFP to create a pool of vendors to provide micrographics, imaging and indexing services. Seven vendors responded to the RFP. On June 3 2003, the Board approved Continental Datagraphics, PFA and Anacomp as the authorized pool of vendors to provide these services.

ISD established test jobs with each vendor in the pool that provided services that are used by ISD. From this test, ISD determined Continental Datagraphics consistently met our job requirements and established a not to exceed \$25,000 service purchase order with them. The spending limit on this purchase order is insufficient to complete the projected workload for the current fiscal year.

Therefore, ISD is requesting the Board approve issuance of an annual Purchase Order not to exceed \$75,000 per fiscal year to utilize Continental Datagraphics services to complete the current year and for the next two years. This will allow for the continuance of micrographic and imaging services provided to county departments.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed for legal form and content by County Counsel (Regina Coleman, Deputy County Counsel, 387-3266) on November 3, 2004; Purchasing Department (Aurelio De La Torre, 387-2074) on November 17, 2004 and reviewed by the County Administrative Office (Tracy Lindsay, Administrative Analyst, 387-4659) on 22, 2004.

FINANCIAL IMPACT: Micrographic services expenditures were included in Information Services ISF (IAJ-COD) adopted budget for FY04-05. Sufficient appropriation is available to cover this request and its approval does not increase local cost.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the need to maintain legal archives and meet preservation copy requirements at no local cost impact.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Leyden L. Hahn, Chief Information Officer, 388-5501

Record of Action of the Board of Supervisors

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